

1 February 2000

Directorate of Installation Support

FUELWOOD AND FOREST PRODUCTS DISPOSAL PROGRAM

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**Summary.** This regulation explains policy and procedures for obtaining fuelwood and forest products and for the accountability of funds received in the program.

**Applicability.** This regulation is applicable to all military personnel and civilian employees of Fort Huachuca, including residents of the surrounding communities are eligible to obtain fuelwood or other forest products.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the proponent.

**Suggested improvements.** The proponent of this regulation is the Directorate of Installation Support (DIS), U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH). Users are invited to send any comments or recommended changes on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USAIC&FH, ATTN: ATZS-ISB, Fort Huachuca, AZ 85613-6000.

**Availability.** This publication is available solely on the Fort Huachuca Homepage at <http://huachuca-www.army.mil>

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\*This regulation supersedes FH Reg 420-1, 7 September 1994.

## **FH Reg 420-1**

### **1. Purpose.**

The purpose of this regulation is to establish a disposal program of trees or woody material, dead or alive, standing or down, considered being excess or a liability to the Army.

### **2. References.**

Required and related publications are listed in Appendix A. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

### **3. Explanation of Abbreviations.**

- a. AR ..... Army Regulation
- b. DD Form ..... Department of Defense Form
- c. IAW ..... in accordance with
- d. USAIC&FH ..... U.S. Army Intelligence Center and Fort Huachuca

### **4. Responsibilities.**

- a. Eligible individuals who desire to obtain fuelwood or forest products on Fort Huachuca must purchase them and comply with all provisions of this regulation and their permit.
- b. The Installation Forester, DIS, as appointed as the Fuelwood Sales Officer, will conduct the sale of fuelwood and forest products in accordance with (IAW) this regulation and Army Regulations (AR) 37-103, 405-90, and 420-74.

### **5. Policy and procedures.**

- a. Types of material.

(1) Fuelwood is defined as any unprocessed wood material, dead or alive, standing or down, that is considered in excess or a liability to the Army by Forest Management policy standards. Several sources of fuelwood shall be available as follows--

(a) Salvageable standing timber, appraised at fair market value IAW AR's 405-90, 420-74 and, Department of Defense Directive 4160.21-M.

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(b) Deadfall wood, obtainable from designated areas throughout the installation.

(c) Fuelwood or forest products are considered government property and individuals who cut or take fuelwood or forest products without a permit are committing theft of government property in violation of federal law.

(d) The general public is eligible to purchase fuelwood or forest products.

(2) Forest products are defined as processed wood products, such as sawdust, mulch, scrap lumber, telephone or power poles and transplantable plants located in areas subject to development or other mission related activities that may result in plant destruction.

b. All transactions must be in cash or by check.

(1) The type of fuelwood that is presently available is self-cut wood, which is \$25.00 per ½ cord any species. An equivalent one-half cord is fuelwood stacked to the top of the pickup box on a full-size pickup. One-half cord of wood is a stack of wood 8 feet long, 4 feet wide and 2 feet high; or a total of 64 cubic feet.

(2) The cost of other forest products are—wood chip mulch--\$5.00 per pickup load (approximately 64 cubic feet); sawdust--\$2.00 per pickup load; scrap lumber--\$2.00 per pickup load; and used power and telephone poles--\$.25 per lineal foot.

(3) The cost of forest products is reviewed annually and changes shall reflect local market prices.

c. Sales of fuelwood and forest products permits shall be based on the Army's need to remove fuelwood or forest products. Hazardous fire conditions will be taken into consideration regarding scheduling of sales.

d. Fuelwood and forest products are obtainable only at areas approved by the Installation Forester or a designated representative. The removal of fuelwood and forest products is restricted to daylight hours.

e. A FH Form 420-2, Forest Products Sale Permit, is required to remove fuelwood or forest products from the installation and must accompany the fuelwood or forest products upon removal from the installation. A sample form is shown at Figure 1.

(1) The permit is issued by the Installation Forester or a designated representative. Permits will be issued throughout the year.

(2) Permits are nonrefundable, without exception.

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f. The U.S. Government and the State of Arizona are not responsible for any damage or injury to persons or property incurred as a result of these sales or removal of fuelwood and forest products from this installation. A Waiver of Liability Agreement is contained on the permit and must be signed.

g. The buyer must supply all labor and equipment. Off-road vehicular travel will not be permitted unless authorized by the Installation Forester. Trash and refuse will not be deposited on the installation.

h. Individuals not following the requirements for obtaining and removing fuelwood and forest products from this installation will be denied additional permits for a minimum period of one year.

i. It is not necessary to check out with the Forestry Section upon leaving the installation unless otherwise stated on the permit. The permit will be shown to the Military Police or other official personnel upon request.

### **6. Special provisions.**

All plants and plant parts, dead or living, protected by the Arizona Native Plant Laws/AH-N, 510 Revised #3-78-R-D (for example, cacti and mesquite, one cord or more per load) require a state permit for the removal and transport of the plants across property boundaries. This state permit must be acquired prior to obtaining a Fort Huachuca fuelwood and forest products permit.

### **7. Accountability for funds.**

a. Fuelwood and forest products permits are numbered consecutively and secured in a regulation safe with a combination lock.

(1) The regulation safe must be fire-resistant for a minimum period of 2 hours and must be secured to the structure.

(2) Money collected by issue of permits will be secured in the safe until deposited.

(3) The Installation Forester and his or her designated representative cannot have the combination to the safe at the same time unless within the safe, there are separate locked receptacles for safeguarding funds.

b. The Fuelwood Sales Officer and an assistant must be appointed on a memorandum. A copy of the appointing order will be provided to the Defense Accounting Office at Seaside,

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California. The establishment of a change fund for the Fuelwood Sales Officer must be approved by the Commander, U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) IAW AR 37-103, paragraph 4-27.

(1) Change funds will be advanced to the Fuelwood Sales Officer by submitting a DD Form 1081, Statement of Agent Officer's Account.

(2) The change fund amount will not exceed \$200, and will be subject to quarterly unannounced cash counts by Internal Review and Audit Compliance representatives.

c. Receipts from the sale of fuelwood and forest products will be deposited at the Armed Forces Bank, building 52033, Fort Huachuca. A deposit ticket DD Form 215 will be used to make the deposit. A DD Form 1131, Cash Collection Voucher and confirmed copy of the deposit ticket DD Form 215 will be faxed to the Defense Accounting Office (DFAS-SS-OPLOC) at Seaside, California. The Deposit Fund Account will be -21F3875.3960 20C S 99999.

(1) The deposit of all collections, with permit receipts, must be made prior to the last day of the month or when the amount collected equals \$100, whichever comes first.

(2) Cash shortages or overages should be noted on the DD Form 1131 and provisions made for requesting an investigation by the Commander, USAIC&FH where cash shortages appear to be a result of misappropriation of funds.

### **8. Inquiries.**

All inquiries about fuelwood or forest products should be directed to DIS, Forestry Section, building 22526.

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### **Appendix A References**

#### **Section I Required Publications**

##### **AR 37-103**

Disbursing Operations for Finance and Accounting Offices

##### **AR 405-90**

Disposal of Real Estate

##### **AR 420-74**

Natural Resources; Land, Forest, and Wildlife Management

##### **Department of Defense (DOD) Directive 4160-21-M**

Defense Reutilization & Marketing Manual

##### **Arizona Native Plant Laws/AH-N, 510 Revised #3-78-R-D**

A copy is available at the Forestry Office, building 22526

#### **Section II Required Form**

##### **DD Form 1081**

Statement of Agent Officer's Account

##### **FH Form 420-R-E**

Forest Products Sale Permit

#### **Section III Referenced Forms**

##### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

##### **DD Form 1131**

Cash Collection Voucher

**(ATZS-IMO-IP)**



OFFICIAL:  
JOHN D. THOMAS, JR.  
Major General, USA  
Commanding

CALVERT T. SINGER  
Major, Military Intelligence  
Director of Information Management

DISTRIBUTION:  
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